

Board of Selectmen  
Minutes October 25, 2011

Convened: 6:00 pm

Present: Jane Byrne  
Jeffrey Bryan  
David Menter  
Michael Hubbard

The Board met and reviewed payroll, accounts payable and signed the register. The Selectmen reviewed and signed the recreation register.

Overtime for police department was 14.25 hours, 2.5 hours for the fire department, 2.5 highway, and 1 hour for town clerk/tax collector this pay period.

Jonathan Ellis was in to present the weekly Treasurer's report. Please see last page to view report.

Motion was made by Menter, 2<sup>nd</sup> by Bryan to approve the amended public minutes of 10/18/11. The minutes are to be amended to clarify who presented each budget. All were in favor.

The board discussed gas/diesel bids for fuel delivered to the highway shed.

- Hartmann Oil: 20 cents over rack
- Difeo: 23 cents over rack price
- WS Clark and Sons: Diesel only – 20 cents over rack
- Irving: Gas only – discounts offered depending on payment arrangement, averages out to 5 cents off pump price. Bryan mentioned that the Town could file a rebate for the fuel tax. Clement said the fuel tax was about 43 cents per gallon. Byrne said she thought Epping was too far.

Bryan asked how the fire trucks would fuel up if we switched to Hartmann as they go directly to Difeo now. Clement said we could arrange more frequent deliveries. Bryan asked if the fire trucks fueled up at the shed if that would pose any problems. Duane said it may during a storm. Lemoine said he uses about 20 gallons at a time. Bryan said before we accept any bids to see if we can reach an agreement regarding a delivery schedule. Duane said some companies have on site trucks that hold 1500 gallons. Clement is to follow up with Hartmann.

Insurance rates for 2012 and plan options were discussed. Blue Choice is increasing 19.9% and Matthew Thornton is increasing 9%. Clement presented a spreadsheet to illustrate the costs for the town and employee in 2011 compared to 2012. Clement also presented the Board with a new insurance offering through Anthem, the Lumenos 2500/5000 plan. Lumenos has a lower premium with a high deductible (\$2500 single /\$5000 family) and preventative care is covered 100%. Bryan made a motion, 2<sup>nd</sup> by Byrne to cover 100% of the premium for a single and 75% for a couple or family. All were in favor. The Mathew Thornton plan is to be the base line. Blue Choice will still be offered and if employees elect that coverage will pay the difference in premium over the Matthew Thornton plan.

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The Lumenos plan will also be added to the benefit offerings. Clement will coordinate with Debbie Clayton, from LGC, to come in and explain the new benefit offerings to the employees in more detail.

A memo was received from the Planning Board regarding construction equipment located on Lake Road. The equipment is in a residential zone. Bryan made a motion, 2<sup>nd</sup> by Menter to send another letter to Bobil Trust regarding the legal implications for an unapproved use and the fees that may be imposed. Bryan, Byrne, and Menter were in favor. Hubbard was against as he wants to drive by the property and see it first.

LGC will be hosting a training on performance evaluations 11/3/11 9:30-11:30am for all full time employees.

Flu Clinic will be 11/3/11 8-9:30am. The clinic is open to the public for \$27.00 or covered under insurance if they present an Anthem or HealthTrust insurance card.

Building Inspector Gil Tuck was in to have the following permits signed:

- Ben Tillinghast, 95 Scrabble Road, gas insert for fireplace: signed by Board
- John Garey, 17 Michael Bennett Road, 20 kw generator: signed by Board
- RJ Moreau Communities, 11 Balsam Way (Lot P), new house lot: signed by Board

The Board reviewed the following budgets:

Fire Department

Lemoine submitted a letter for the Board, this letter is on file and is available in the Selectmen's office.

Lemoine had performance evaluations for the board's review. In June, Lemoine had requested to fill Prina's position after he resigned. At that time Lemoine said he could go without hiring a full time firefighter and fill the available shifts with call force members. The board wanted to review this again in the fall with a potential start date in the new year. When Lemoine came to the Board in September to discuss posting the position, the Board voted to wait another year, fill the shifts with call force, and capture the savings from not rehiring which was approximately \$25,000. This was against the chief's recommendation. Lemoine said this vote goes against town meeting in 2001 when the town voted to hire a second full timer. Lemoine also stated that calls have doubled since 2001, call firefighters are not required to have the same qualifications, and not all shifts are able to be covered. Lemoine said that call firefighters can perform only 75% of the required job and only 50% if Joe is off duty. Lemoine said that having only one full timer slows response time and said \$25000 in savings is not worth it. He then said that the Town just hired a janitor so apparently that position is more important. Menter said that Lemoine has 2 people down at the station most of the time. Bryan said 2 or 3. Lemoine said **most** of the time. Hubbard asked who is that a reflection of that the call firefighters only know 50-75% of their job. Lemoine said that is the requirements. Menter asked whose requirements are those. Lemoine said the departments; Menter said those are your requirements. Bryan asked why they are not being trained. Lemoine said every year he has to make budget cuts and training is the only place they can cut.

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Hubbard said Lemoine does not even use his training budget, and Lemoine said he has to use it somewhere else.

Chief Lemoine was present to discuss the budget for the fire department. Menter asked why the overtime is not included in the salary line. Lemoine said it is. Bryan asked why Lemoine allows Joe to have overtime when he is already over budget. Lemoine said he is required to go to training. Bryan asked why he doesn't take Joe off during the day to avoid the overtime. Lemoine said then he wouldn't have any day coverage. Bryan said he would as there are always people at the station during the day.

Lemoine presented a budget to include only one full time firefighter and an average of 4 call firefighters per call. Menter asked if Lemoine could pay the call guys their rate of pay instead of \$18.00 for shift coverage. Byrne said the part timers earn a certain amount of money and it should not be a bonus if it was Alan's shift. Lemoine should take that money and add it to the salary line. Lemoine said he added in the 2% COLA but not the new insurance rates. Electricity is increased. Dues and subscriptions are decreased as the department does not need new code books. Vehicle repair is increased as 2 trucks need new tires. Building maintenance should be moved to the government buildings budget.

Lemoine also presented the budget for the ambulance fund. Last year money was removed from the fund to cover stand by pay. Clement will look up the warrant article regarding the stand by pay. Lemoine needs to replace ambulance 1; the cost will be \$180000 to \$225000. Byrne asked why we need a new ambulance. Lemoine said ambulance 1 was purchased in 1994 and they should be replaced every 7-8 years. Comstar (vendor for ambulance billing) fee is reduced from 7 to 5%.

Byrne asked Lemoine to send over a copy of the backup information on how he averaged the salaries and calls. The Board finished reviewing the budget and thanked Lemoine for coming in.

A bill from Central Paper was submitted and paid from the fire department budget. The bill was for the installation of soap and paper towel dispensers not for cleaning supplies. Hubbard made a motion, 2<sup>nd</sup> by Menter to pay this bill out of the fire station bond and not their regular budget. All were in favor.

#### Highway

Wayne Robinson was present to discuss the budget for the highway department.

The salary line is down because they lost a position and did not rehire. Heating oil/gas and vehicle fuel is increased. Telephone communications is increased \$1000 and culverts/basins are decreased \$2500. The insurance lines need to be increased to reflect the 2012 rates. Vehicle fuel may also need to be adjusted based on which vendor is awarded the fuel bid. All other line items remain level funded. The board agreed that the budget looked good.

Robinson said he would like to grade Rowell Road East and West. He has \$14000 in his road construction budget. He estimates the cost to be about \$3000. The board agreed that would be fine.

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Karen Clement presented the following budgets: Debt Service, Government Buildings, General Government, Insurance, Information Systems, and Legal.

Debt Service

Principal on the Lyford bond will be \$19000; interest is estimated at 4% for \$6625. Demeritt was paid off in 2011. Library and open space bond principal is level funded. Principal on the fire station bond is increased \$4000. Interest is decreased on all bonds. Bryan made a motion, 2<sup>nd</sup> by Menter to approve the debt service budget in the amount of \$366745. All were in favor.

Bryan made a motion, 2<sup>nd</sup> by Menter to increase the TANS 10,000 to \$30000. All were in favor.

Government Buildings

Bryan made a motion, 2<sup>nd</sup> by Hubbard to table the government buildings budget until the fire station building maintenance costs are added. All were in favor.

General Government

Bryan made a motion, 2<sup>nd</sup> by Hubbard to approve the general government budget of \$28838. All were in favor.

Insurance

Bryan made a motion, 2<sup>nd</sup> by Menter to approve the insurance budget of \$90301. All were in favor.

Information Systems

Equipment purchases to include a new firewall, a managed switch, and 2 new computers. Bryan made a motion, 2<sup>nd</sup> by Byrne to table the information systems budget until Clement can research if it would be cost effective to add the fire department to the contract with Mainstay Technologies. All were in favor.

Legal

Clement proposed reducing the legal line \$3800 based on the last 3 years actual expenditures. Bryan said there are still outstanding issues regarding the bridge project and that could be costly. Hubbard made a motion, 2<sup>nd</sup> by Menter to level fund the legal line at \$20000 and approve the budget at \$22002. All were in favor.

Bryan made a motion, 2<sup>nd</sup> by Menter to sign the authorization letter for the tax collector to process boat registrations. Bryan, Menter and Hubbard were in favor. Byrne abstained as she is a boat agent.

Motion to adjourn at 7:40 pm made by Bryan, 2nd by Menter; all were in favor.

Respectfully submitted,

Karen Clement

## WEEKLY TREASURER'S REPORT

Date: October 25, 2011

### **Citizens General Fund:**

Previous Balance:	4,640.75		
Deposits:	29,614.03		
Payroll:	13,618.57	DD: 8032.10	CK: 5586.47
FICA:	3,292.64		
A/P: Regular	21,208.70	A/P Detail:	
Non-A/P			
to Impact Fees			
From MMA	20,000.00		
Bank Charge			
TO MMA			
Account Balance:	16,134.87		
Interest Earned YTD:	95.44		

	Unrestricted	
<b>CD's:</b>	Balance:	-
	Unrestricted	
<b>MMA:</b>	Balance:	1,548,360.25
	Total Invested	
	Funds:	1,548,360.25
	Interest Earned YTD:	1,595.61